

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. C-528

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County Office of Coordination of Services to the Handicapped

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>GENERAL CORRESPONDENCE FILES</u> including inter-office memorandums; correspondence with clients; purchase requisitions, purchase orders and payment requests; and budget materials.	Cut off at end of fiscal year; retain for three (3) additional years, then destroy.
2.	<u>LEGISLATION</u> including Federal 504 Legislation; General Federal Legislation; and State and County laws relating to handicapped.  1973 - Present	Retain indefinitely due to historical value. Destroy when superseded. (DGS-RMD)
3.	<u>INFORMATION REFERRAL FILES</u> consisting of literature and contacts for services and programs for the Handicapped. Included are files on Recreation Disabling Conditions Accessibility Equipment Organizations State & County agencies	Retain indefinitely. Non-record material may be destroyed when administrative value ceases. (DGS-RMD)
4.	<u>CLIENT RECORDS</u> : Five file drawers of confidential client case histories.	Maintain until client either moves or is deceased.
5.	<u>PERSONNEL FILES</u> of agency employees consisting of leave records, departmental copies of personnel actions.	Retain for three (3) years after employee leaves County service.
6.	<u>FEDERAL PROGRAMS</u> : Expired contracts and project files for the Regional Directional Center and the Neighborhood Improvement Program.	Retain for a period of ten (10) years from the final resolution of any audit findings.

Schedule approved by Department, Agency or Division Representative

[Signature] Signature [Signature] Title 11/5/82 Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

1/28/83 Date [Signature] Archivist [Signature] Date [Signature] Chief Administrative Officer

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.